P-CARD USER MANUAL	······ <i>'</i>
SPLITTING A TRANSACTION	
INTRODUCTION	1
TO SPLIT A TRANSACTION	1
P-CARD PAGE SIZE (PAGING) ISSUE	2

P-CARD USER MANUAL

SPLITTING A TRANSACTION

INTRODUCTION

A Verifier or an Approver can split a transaction into individual transaction rows so that he or she can enter different fiscal coding on the different transaction rows. This can help manage the agencies payments using different funding sources.

You will not be able to split a transaction in order to enter a credit (e.g., from a vendor). For example, you won't be able to enter -2.00 and +12.00 to split a +10.00 charge. You would have to enter an adjustment (either in STARS or in the Statewide Accounting Systems Adjustments) for the credit.

TO SPLIT A TRANSACTION

1. Click the **Split** icon on the Parent transaction.

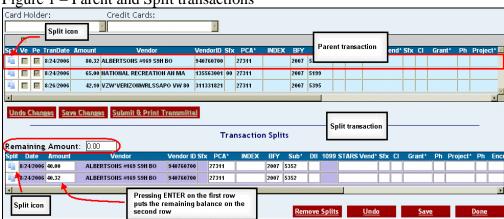


Figure 1 – Parent and Split transactions

The screen is then divided into two separate sections:

- **Parent Transaction** The original transaction.
- **Split Transactions** Use this area to enter the split the **Amount** and add fiscal coding as needed. Split transaction can be split again into multiple rows.
- 2. Change the **Amount** and add fiscal coding as needed. Remember that fiscal code fields marked with an asterisk can be looked up and will validate your data entry.

P-Card User Manual Splitting Transactions
Rev. Date: 11/21/2008 Page 1

- 3. To create another row, press ENTER while your cursor is in a field on the split transaction. (You can also click the **Split** icon on the split transaction row.) The balance or remaining amount will automatically populate the **Amount** field of the next row. When you change the amount in the **Amount** field and press TAB, the **Remaining Amount** will be displayed.
 - NOTE: When creating several split transaction rows, your data entry will be validated when a new row is created. Any errors on the first row will be highlighted so you can fix them before creating subsequent rows.
- 4. Click **Save** to save your changes and validate your data entry in the Split Transactions grid.
 - Click Undo to undo changes in the Split Transactions fiscal code fields (will keep the splits).
 - Click Remove Splits to remove (delete) all splits that have been created for that specific transaction.
- 5. Click **Done** to close the Split Transactions grid and move the splits into the main approval grid. The split transactions will be highlighted in color on the main grid.

NOTE: To correct splits after you click **Done**, click the Split icon on one of the split transactions in the main grid – the rows will be highlighted in a different color. (If you place the cursor over the Split icon, it will read "Edit this Split.") All of the splits should appear in the **Split Transactions** grid. Click **Remove Splits**.

P-CARD PAGE SIZE (PAGING) ISSUE

If your transaction rows are displayed on multiple pages, change the **Page Size** so that all transactions are viewable on one page. Transactions split over multiple pages *may* not save properly. By default P-Card will display 20 rows of transactions on the transaction grid. You can change the number of rows displayed per page in the **Page Size** field. The **Page Size** field is not displayed if the number of rows is 20 or less.

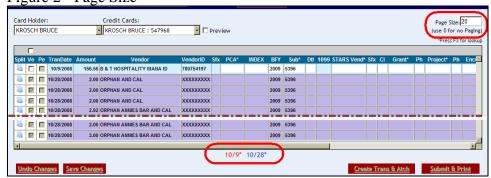


Figure 2 - Page Size

The pages are denoted by a month/day date at the bottom of the grid (e.g. "8/5".). This date indicates the date of the transmittal on the first row of that page; it does not mean that all transmittals on the page have the same date.